

O & M /

Executive Director-Comptroller

Colonel White:

The attached summary of significant changes in the regulations governing emergency planning activities (Tab A) is forwarded for your information. This proposal is now being coordinated with the Deputy Directors. You may be particularly interested in paragraph 4 as it represents a modification in the responsibilities of the Deputy Directors for preparing detailed emergency evacuation plans for Headquarters Building. Also, paragraph 5 makes explicit the Deputy Directors responsibilities for other more substantive aspects of emergency planning activities.

/s/ Robert S. Waddell

John W. Coffey

21 JUN 1971

EO-DD/S:CND:es (18 June 71)

Distribution:

Orig - Adse w/orig of att  
Subject

✓ - DD/S w/cy of att & w/background (DD/S 71-2413)

1 - DD/S chrono

Att: Memo dtd 26 May 71 to ExDir-Compt, DD/S&T, DD/P, DD/I, IG, & GC fm C/SSS, subj:  
Proposed Revision of [redacted] CIA Emergency Planning and Implementation  
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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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**OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
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ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

**Remarks:**

If you are relieving the Deputies of certain responsibilities, believe you should clear this one with ExDir via a brief note.

FOLD HERE TO		SENDER	
FROM: NAME, ADDRESS		NO.	DATE
O/Executive Director		7D59	11 June 71
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FORM NO. 1-67 237 Use previous editions

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Next 2 Page(s) In Document Exempt

Approved For Release 2003/04/29 : CIA-RDP84-00780R004000070010-2

EX-2

IN REPLY REFER TO:  
Job 6085

21-2963

rFB 71-0852

26 MAY 1971

MEMORANDUM FOR: Executive Director-Comptroller  
 Deputy Director for Science and Technology  
 Deputy Director for Plans  
 Deputy Director for Intelligence  
 Inspector General  
 General Counsel

SUBJECT : Proposed Revision of [ ] CIA Emergency  
 Planning and Implementation

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## FOR YOUR CONCURRENCE OR COMMENTS

This proposal, initiated by the Chief, Support Services Staff, who is also the CIA Emergency Planning Officer, is a complete revision of the current Emergency Planning regulations, [ ]

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[ ] Attached, under Tab A, is a summary of the major changes which are incorporated in the proposal; attached, under Tab B, is a copy of the proposal.

Your concurrence or comments are requested within twenty workdays; a concurrence sheet has been attached for your convenience. Please refer any questions concerning this proposal to

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[ ]  
Chief, Support Services Staff

## Attachments:

- 25X1
1. Proposed Revision of [ ]
  2. Concurrence Sheet

cc: D/S  
 SSA-DDS

CONFIDENTIAL



SUBJECT: Summary of Significant Changes in the Regulations Governing Emergency Planning Activities [redacted] now with 25X1 Deputy Directors for coordination.

- 25X1
1. In the interests of clarity and logic, the contents of [redacted] 25X1 [redacted] have been recast into one paragraph, "CIA Emergency Planning and Implementation." The bulk of the material has been greatly reduced, and unnecessary details and duplicative information have been omitted. The new, single paragraph is divided into three parts; the first deals with various aspects of planning for emergencies, the second deals with the implementation of these plans, and the third deals with personal planning for emergencies.
  2. The CIA Emergency Planning Officer's responsibilities have been limited to relocation planning and CIA liaison with Office of Emergency Preparedness and Office of Civil Defense. Formerly, he was charged jointly with Office of Security and Directorate Building Emergency Officers with developing detailed emergency, relocation, evacuation, and training programs. Also, information regarding Agency relocation has been updated to delete references to [redacted] 25X1 [redacted] emergency contact procedures, and reference to Office of Civil Defense publications on personal planning for emergencies has been updated.
  3. The Director of Security has been given the primary responsibility for developing detailed building emergency evacuation plans for Headquarters Building and rendering technical guidance to Building Evacuation Officers in the preparation of such plans for other buildings in the Washington, D.C. area.
  4. The Deputy Directors have been relieved of responsibilities for preparing detailed emergency evacuation plans for Headquarters Building. They retain responsibility for appointing Senior Emergency Evacuation Officers who will appoint and maintain current emergency rosters of building evacuation personnel and ensure, under the staff guidance of the Office of Security, that the evacuation personnel are properly briefed in the implementation of evacuation plans.
  5. The new regulation also makes explicit, the previously implicit responsibilities of the Deputy Directors for other more substantive aspects of the Emergency Preparedness Program for which the Agency is responsible under President Nixon's Executive Order 11490 dated 30 October 1969. These responsibilities require the development of plans to provide for the orderly continuation of the essential mission and functions of each Directorate in the case of emergency relocation and shall include provisions for the automatic assignment

SUBJECT: Summary of Significant Changes in the Regulations Governing Emergency Planning Activities [redacted] now with Deputy Directors for coordination.

of responsibilities, designation of an emergency relocation task force, and maintenance of a vital records program to ensure deposits of essential records at our relocation site [redacted]. The foregoing does not represent a change in the Deputy Directors' current responsibilities, but merely an explicit statement of what they have been and continue to be.

6. The concept of the Security Patrol (renamed CIA Emergency Security Force) and Building Emergency Officer (renamed Building Evacuation Officer) network remains as the basic action agent for implementing emergency action plans.

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{ 40. CIA EMERGENCY PLANNING AND IMPLEMENTATION. This paragraph provides policy for the development and publication of plans of action to be taken during any emergency situation which might affect the normal operation of the Central Intelligence Agency. Responsibilities are assigned for the preparation and coordination of CIA emergency plans, and procedures are established for implementation of these plans.

{ a. PLANNING. Emergency plans will provide for the orderly continuation of Agency operations during any emergency or disaster. The plans will include provisions for the automatic assignment of responsibilities, designation of alternate physical locations for headquarters, protection of Agency personnel, and safeguarding of CIA classified material and property.

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{ (1) The CIA Emergency Planning Officer is responsible for

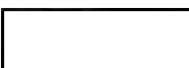
- (a) developing and preparing overall Agency emergency relocation plans;
- (b) coordinating emergency relocation plans prepared by the Deputy Directors and Heads of Independent Offices (as provided for in subparagraph a(3)(a) below) within the Agency and with other agencies of the Federal Government;
- (c) developing appropriate methods for the dissemination of emergency relocation plans.

Expansion of  
Safety and Fire  
Prevention Pro-  
gram in [redacted]

{ (2) The Director of Security is responsible for

- (a) preparing and disseminating detailed emergency evacuation plans for Headquarters Building and rendering technical guidance to the Building Evacuation Officers in the preparation of such plans for other buildings in the Washington area.

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- (b) coordinating the emergency plans discussed in subparagraph a(2)(a) above within CIA and with other agencies of the Federal Government and local governments as appropriate;

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- (c) establishing the CIA Emergency Security Force and administering its activities and responsibilities as outlined in subparagraph b(1) below;

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- (d) briefing all Headquarters Building evacuation personnel and assisting as necessary the Building Evacuation Officers in other buildings.

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- (e) maintaining a Command Center to provide continual assistance during civil disturbances or other emergencies which might affect the normal operation of the Agency.

(3) Deputy Directors and Heads of Independent Offices

- (a) Each Deputy Director and Head of Independent Office is responsible for developing plans which will provide for the orderly continuation of the essential mission and function of his respective directorate or office in case of an emergency relocation. These plans will include provisions for the automatic assignment of responsibilities, designation of an emergency relocation task force, and maintenance of a vital records program to ensure deposits of essential records at the relocation site.

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(b) Each Deputy Director or Head of Independent Office

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is responsible for appointing a Senior Emergency Evacuation Officer.

(4) The Senior Emergency Evacuation Officers are responsible for

(a) appointing and maintaining current emergency rosters of corridor, stairwell, exit, and room wardens and alternates for each main corridor in the Headquarters Building in which his organizational elements have principal occupancy;

(b) appointing and maintaining current emergency rosters of Building Evacuation Officers, alternates and such other personnel as necessary for each building in the Metropolitan Washington, D.C. area in which his organizational elements have principal occupancy;

(c) informing the Director of Security of the names of all emergency personnel cited in (a) and (b) above;

(d) insuring the preparation of evacuation plans by the Building Evacuation Officers in all buildings in the Washington, D.C. area except Headquarters Building and submitting such plans to the Director of Security for technical guidance and approval.

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b. IMPLEMENTATION. This subparagraph establishes responsibilities and procedures for implementing emergency plans.

(1) CIA EMERGENCY SECURITY FORCE. This Force has the responsibility to protect classified material, property, and personnel of the

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Agency in the United States in case of fire, explosion, riot, natural disaster, enemy attack, or any other emergency situation.

- (a) The Director of Security is the Commanding Officer of the CIA Emergency Security Force and
- (1) will appoint necessary officers and members from the Office of Security;
  - (2) will regulate the size and composition of the Emergency Security Force to effectively cover Agency buildings in the Washington, D.C. area and in other areas in the United States as required;
  - (3) may augment the Force with other employees of the Agency with the concurrence of the Operating Officials having administrative responsibility of the respective employees;
  - (4) is authorized, in an emergency,
    - (a) to augment the Emergency Security Force by drafting other employees of the Agency (except those individuals specifically designated for other specific emergency assignments by Operating Officials) by his own authority without prior concurrence of the administrative supervisors of such employees;
    - (b) to assume command over Agency personnel and property at the scene of an emergency, and to activate the Emergency Security Force;

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- (5) is responsible for organizing, training, and equipping the Emergency Security Force;
- (6) will issue appropriate badges, arm bands, and identification cards to Emergency Security Force members who will display such insignia only during an emergency activation;
- (7) will ensure that Emergency Security Force members are qualified and authorized to carry firearms in the performance of their duties as authorized under the provisions of section 6(d) of the Central Intelligence Agency Act of 1949 (63 Stat. 208);
- (8) will establish and maintain necessary liaison with officials of other appropriate agencies and departments of Government in the implementation of his responsibilities;
- (9) is responsible for maintaining a Command Center to provide continual assistance during civil disturbances or other emergencies which might affect the normal operation of the Central Intelligence Agency. (This Center, in Room 1-F-13, Headquarters Building, has the capability to communicate with all buildings occupied by the Agency in the Washington Area, as well as with national, state, and local law enforcement agencies.)

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- (a) Emergency Security Force members, when activated by the Commanding Officer or when drafted as provided for in subparagraph b(1) above, will be
- (1) under the direction of the Commanding Officer and officers designated by him, and will perform duties

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[Redacted]

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( ) as directed without regard to their normal duties

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( ) and responsibilities;

( ) (2) vested with the necessary authority to protect Agency  
classified material, property, and personnel in the  
Washington, D.C. metropolitan area and other areas  
in the United States.

( ) (c) Agency personnel will cooperate fully with members of the  
Emergency Security Force and will follow all orders and  
instructions given by members of the Emergency Security  
Force in the performance of their duties and responsibilities.  
The display of identification insignia, e.g., blue arm bands  
inscribed with "Security Official," worn on the left arm,  
will be presumptive evidence of the activation of the  
Emergency Security Force.

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( ) (2) BUILDING EMERGENCY PLANS. This subparagraph establishes the responsibilities of the corridor wardens in Headquarters Building and the Building Evacuation Officers in other buildings in the Washington, D.C. area.

Revised

( ) (a) The corridor wardens and the Building Evacuation Officers are responsible for directing the orderly and expeditious evacuation of all personnel in their assigned areas to places of safety.

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( ) (b) When any type of emergency occurs, the corridor warden in Headquarters Building and the Building Evacuation Officer in other buildings will promptly alert the Commanding Officer of the Emergency Security Force. Such notification will be

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through the Security Duty Office, Room 1E26, Headquarters

Revised

Building, extension [redacted] When members of the Emergency

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Security Force arrive at the emergency site, the Senior Emergency Security Force member will act as Emergency Marshal and will be in charge of all activities at the site. He will coordinate the operations of the various corridor wardens or Building Evacuation Officers and the activities of all persons with the fire departments and others, as appropriate.

25X1      c. PERSONAL PLANNING FOR EMERGENCIES

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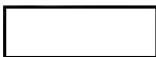
(1) ENEMY ATTACK

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(a) In the Washington Metropolitan Area there is only one warning signal: ATTACK WARNING. It means take shelter immediately. The signal itself is a 3 to 5 minute wavering sound on the sirens, or a series of short blasts or whistles, horns, or other devices, repeated as deemed necessary. If you should hear the ATTACK WARNING signal go immediately to a public fallout shelter or to your home fallout shelter. Turn on a radio, tune it to any local station that is broadcasting, and listen for official instructions being broadcast. All Agency employees will follow these instructions except those who are directed to do otherwise by the Agency.

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(b) All Agency employees are encouraged to obtain a copy of  In Time of Emergency, a citizens handbook on nuclear attack and natural disasters published jointly by the Department of Defense and the Office of Civil Defense. In Time of Emergency will be made available through Building Evacuation Officers.

(c) The Agency has a very personal interest in the welfare and safety of all the members of the family of each employee; nevertheless, the basic responsibility for planning and preparation for a civil defense emergency rests with the head of the family. In carrying out this responsibility, the head of the family should select definite rendezvous points, such as the homes of relatives at a distance from the Washington area, which would be the ultimate destination of family members following the declaration of a civil defense emergency. Planning along these lines should be discussed thoroughly with the members of the family so that they will understand and act accordingly.

(2) OTHER EMERGENCIES. In case of fire, explosion, riot, natural disaster, or any type of emergency which imperils the Agency personnel and facilities during duty hours, all employees should (1) follow the guidance provided in the posted notices governing action in case of fire and in all other applicable

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regulations and notices; (2) give particular emphasis to securing all classified materials; (3) carry out the instructions of the corridor wardens in Headquarters Building, Building Evacuation Officers in other buildings and the Emergency Security Force in evacuating the building and/or proceeding to places of safety.

Revised

DISTRIBUTION: AB

CONCURRENCE SHEET

TO : Deputy Director for Support  
ATTENTION: Regulations Control Branch, Support Services Staff  
Room 712, Magazine Building

SUBJECT : DRAFT A of Proposed [REDACTED]  
Concerning Emergency Planning

25X1

This issuance has been reviewed and our position is as follows:

CONCUR

NONCONCUR: Reasons are stated below.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
OFFICE

\_\_\_\_\_  
DATE

FORM 2306 USE PREVIOUS  
5-69 EDITIONS

(Job No. 6085  
Due: within 20 workdays)

MEMORANDUM FOR: ~~Executive Director/Cryptologic~~  
~~Col. White~~

The attached summary of significant changes in the regulations governing Emergency Planning activities is forwarded for your information. This proposal is now being coordinated with the Deputy Directors. You may be particularly interested in paragraph 4 as it represents a modification in the responsibilities of the Deputy Directors for preparing detailed emergency evacuation plans for Headquarters building. Also paragraph 5 makes explicit the Deputy Directors responsibilities for other more substantive aspects of Emergency Planning activities.

John W. Coffey

(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

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SUBJECT: Summary of Significant Changes in the Regulations Governing  
Emergency Planning Activities [redacted]

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1. In the interests of clarity and logic, the contents of [redacted] have been recast into one paragraph, "CIA Emergency Planning and Implementation." The bulk of the material has been greatly reduced, and unnecessary details and duplicative information have been omitted. The new, single paragraph is divided into three parts; the first deals with various aspects of planning for emergencies, the second deals with the implementation of these plans, and the third deals with personal planning for emergencies.
2. The CIA Emergency Planning Officer's responsibilities have been limited to relocation planning and CIA liaison with Office of Emergency Preparedness and Office of Civil Defense. Formerly, he was charged jointly with Office of Security and Directorate Building Emergency Officers with developing detailed emergency, relocation, evacuation, and training programs. Also, information regarding Agency relocation has been updated to delete references to [redacted] emergency contact procedures, and reference to Office of Civil Defense publications on personal planning for emergencies has been updated.
3. The Director of Security has been given the primary responsibility for developing detailed building emergency evacuation plans for Headquarters and rendering technical guidance to Building Evacuation Officers in the preparation of such plans for other buildings in the Washington, D.C. area. Much of this is already being done through the Office of Security safety and fire emergency programs. Therefore, the Deputy Directors, the Senior Emergency Evacuation Officers, and the CIA Emergency Planning Officer have been relieved of the detailed planning responsibilities and will serve as implementors and coordinators of evacuation plans prescribed by Office of Security.
4. The concept of the Security Patrol (renamed CIA Emergency Security Force) and Building Emergency Officer (renamed Building Evacuation Officer) network remains as the basic action agent for implementing emergency action plans.
5. The Deputy Directors and Heads of Independent Offices have been relieved of responsibilities for preparing detailed building emergency evacuation plans. They retain responsibility for appointing Senior Emergency Evacuation Officers who will appoint and maintain current emergency rosters of building evacuation personnel and

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SUBJECT: Summary of Significant Changes in the Regulations Governing  
Emergency Planning Activities [redacted]

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ensure, under the staff guidance of the Office of Security, that the evacuation personnel are properly briefed in the implementation of evacuation plans. Deputy Directors and Heads of Independent Offices have been given responsibility for more generalized Emergency Relocation Planning, i.e., developing Directorate plans which provide for the orderly continuation of essential mission and functions, which will include the automatic assignment of responsibilities and the designation of an emergency relocation task force, and maintaining a vital records program to ensure deposits of essential records at the relocation site.

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MEMORANDUM FOR: Mr. [redacted]

SUBJECT : Policy Changes in Responsibilities of  
Deputy Directors for Emergency Planning

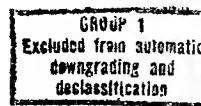
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REFERENCE : A. Draft [redacted] CIA Emergency Planning  
and ImplementationB. Memo to Executive Director-Comptroller  
dtd 3 Feb 70, Subject: CIA Emergency  
Planning (DD/S 70-573)

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1. As indicated in item 5 of the summary of significant changes in referent revision of the Emergency Planning regulations (attached) the Deputy Directors have been relieved of responsibility for preparing detailed building emergency evacuation plans. The old regulation, [redacted] (dated 1 April 1961), required the Deputy Directors to appoint Building Emergency Officers from their Directorates and gave them the responsibility for the development, publication and execution of detailed emergency plans for the evacuation of personnel under their jurisdiction to areas of safety. The revised regulation delegates the responsibility for preparing the Headquarters emergency evacuation plans to the Director of Security, thus relieving the Directorates of this burdensome task. The Directorates retain responsibility for appointing Emergency Evacuation Officers who are to implement plans developed by the Office of Security.

2. The new regulation also states the Deputy Directors responsibilities for other more general aspects of the Emergency Preparedness Program for which the Agency is responsible under President Nixon's Executive Order 11490 dated 30 October 1969. These responsibilities require the development of plans to provide for the orderly continuation of the essential mission and functions of each Directorate in the case of emergency relocation and shall include provisions for the automatic assignment of responsibilities,

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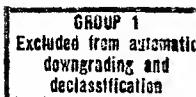
designation of an emergency relocation task force, and maintenance of a vital records program to ensure deposits of essential records at our relocation site [redacted]. The foregoing does not represent a change in the Deputy Directors responsibilities, but merely an explicit statement of what they have been and continue to be.

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[redacted]  
Chief, Support Services Staff

Attachment

**SECRET**



SUBJECT: Summary of Significant Changes in the Regulations Governing  
Emergency Planning Activities [redacted]

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- 25X1
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  3. The Director of Security has been given the primary responsibility for developing detailed building emergency evacuation plans for Headquarters and rendering technical guidance to Building Evacuation Officers in the preparation of such plans for other buildings in the Washington, D.C. area. Much of this is already being done through the Office of Security safety and fire emergency programs. Therefore, the Deputy Directors, the Senior Emergency Evacuation Officers, and the CIA Emergency Planning Officer have been relieved of the detailed planning responsibilities and will serve as implementors and coordinators of evacuation plans prescribed by Office of Security.
  4. The concept of the Security Patrol (renamed CIA Emergency Security Force) and Building Emergency Officer (renamed Building Evacuation Officer) network remains as the basic action agent for implementing emergency action plans.
  5. The Deputy Directors and Heads of Independent Offices have been relieved of responsibilities for preparing detailed building emergency evacuation plans. They retain responsibility for appointing Senior Emergency Evacuation Officers who will appoint and maintain current emergency rosters of building evacuation personnel and

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SUBJECT: Summary of Significant Changes in the Regulations Governing  
Emergency Planning Activities [redacted]

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ensure, under the staff guidance of the Office of Security, that the evacuation personnel are properly briefed in the implementation of evacuation plans. Deputy Directors and Heads of Independent Offices have been given responsibility for more generalized Emergency Relocation Planning, i.e., developing Directorate plans which provide for the orderly continuation of essential mission and functions, which will include the automatic assignment of responsibilities and the designation of an emergency relocation task force, and maintaining a vital records program to ensure deposits of essential records at the relocation site.

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